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WGIR - M - 1

20 October 1959

CODIB - WGIR

Working Group to Consider Adoption

of a

Common Information Report Format

Minutes of the 15 October 1959 Meeting

Members Present:

ARMY - Mrs. Beatrice Lofink

NAVY - Lt. E. L. Johnson

STATE - James P. Burke

Donald H. Roush

AIR - Maj. Martin Stuk

CIA -

Chairman

Secretary

Members Absent:

USIA - Burton Kirby

Action:

1. The Group met at 1000 in the Chairman's Office, 1016, 16th St. N.W.
2. The Chairman introduced the new members, then briefed the Group on its past performance and what has happened since their last meeting.
3. Mrs. Lofink, Army, gave a brief talk on how through the intensive joint efforts of ACSI and CIA, Army was able to come up with a report format that was basically compatible with CIA's version. She gave each member blank and run-off copies of both the old forms and their new Intelligence Report Form. She also briefly explained some of the advantages of the Davidson Systems offset presses and how they were used to solve analysts' carding problems. General opinion was that a great improvement in intelligence reporting had been made by Army.
4. Lt. Johnson, Navy, stated that they were leaning more and more towards 5 drawer, letter sized, filing equipment for better

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-2-

space utilization, particularly on board ship. Also, that all disseminated intelligence must show the distribution.

5. Major Stuk, Air Force, stated that from the collectors' standpoint he saw no unsurmountable problems to keep them from developing a common format; however he would have to check this further with dissemination and the analysts. He hoped to show some favorable progress by the next meeting.
6. Mr. Burke, State, stated that they could not go to a legal size form, as they were converting from legal sized cabinets to letter sized in preparation for their move into the new building. On the advice of G.S.A. they have procured 220, 5 drawer letter sized cabinets for better space utilization.
7.  asked each member to make a concerted effort to adopt the proposed format or develop acceptable compromise versions. Members agreed to take a positive attitude and make a serious effort to accomplish group goals.
8. It was apparent that the G.S.A. policy of converting from legal to letter sized equipment needs to be placed in proper perspective in relationship to the large capital investments in security equipment of member agencies. The Chairman will discuss this problem with G.S.A.
9. It was agreed to meet again in 4 weeks, same time and place.
10. Meeting was adjourned at 1155.

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Secretary, WGIR

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# INTELLIGENCE REPORT

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## DEPARTMENT OF THE ARMY

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COUNTRY

REPORT NO. ID

SUBJECT

DATE OF REPORT

NO. OF PAGES

DATE OF  
INFO

REFERENCES

PLACE &  
DATE ACQ.

FROM

EVALUATION

PREPARED BY

SOURCE

R-SERIES NO.

SUMMARY

001076118

0002163

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### INSTRUCTIONS FOR PREPARATION OF DA FORM 1048

1. Use this DA Intelligence Report (dual master) for simultaneous preparation of field and headquarters reports. Summary of report must be typed in space between solid line and dotted line. Commence body of report below dotted line.

2. Remove both smudge sheets before typing; insert set in typewriter; set margin stops 5 spaces in from edge of set on both the left and right sides, and begin typing with a firm stroke.

3. Complete all items on Heading except the ID Number. If full report cannot be typed on one page continue on DA Form 1048-1, Continuation Sheet.

4. To correct a mistake, tear top stub off at perforation and erase in a normal manner, making sure to use a soft grit-free eraser on the offset master. Erase the hecto master on the back with a regular eraser, or scrape off the image with a razor blade. NEVER USE A RAZOR OR A HARD, GRITTY ERASER ON THE OFFSET MASTER.

5. When typing is completed, extract set from typewriter, remove hecto master and destroy stub, used dual carbon sheet and one smudge sheet. Save a smudge sheet for insertion between hecto and offset master should it be necessary to keep the masters together prior to duplicating copies of the hecto DA Intelligence Report (for field distribution). ALWAYS PLACE CLEAN SIDE OF SMUDGE SHEET FACE DOWN ON THE OFFSET MASTER.

6. Produce on your spirit duplicator the required number of hectograph (ditto) copies of the Complete Report to meet field distribution needs plus three copies for Hq, DA. Destroy hecto master.

7. Forward offset master and three run-off hecto master copies of the complete Report to ACSI, Hq, DA. DO NOT FORWARD USED SMUDGE SHEETS OR DUAL CARBON SHEETS.

NOTE: SECOND AND SUCCEEDING PAGES OF ORDER OF BATTLE AND BIOGRAPHIC REPORTS, MUST BE TYPED ENTIRELY ABOVE THE DOTTED LINE. ALL OTHER REPORTS SHOULD BE TYPED ON THE ENTIRE FORM, DISREGARDING THE DOTTED LINE.

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